



Application Form – Call: 2018

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility within programme countries

Erasmus+

DISCLAIMER

This document represents a template of an application form. It must not be used for real applications to a National Agency.

Please also note that the sections and questions presented below may ultimately differ from the electronic application form made available to applicant organisations.

We strongly advise check the questions carefully when filling in real application.

General Information

This application form consists of the following main sections:

- **Context:** this section asks for general information about your project proposal you want to submit and about the Agency that will receive and process your proposal;
- **Participating organisation(s):** this section asks for information about the applicant organisation;
- **Main Activities:** this section asks for the details of the mobility activities; if you enter staff mobility activities, you are also asked to indicate a share for specific staff training.
- **Check List/Data Protection Notice/Declaration of Honour:** in these sections, the applicant is made aware of important conditions linked to the submission of the project proposal;
- **Annexes:** in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
- **Submission:** in this section, the applicant will be able to confirm the information provided and to submit the form online.

For more information on how to fill in this application form, you can read the Technical Guidelines for e-Forms.



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Context

| | |
|--|---|
| Programme | Erasmus+ |
| Key Action | Learning Mobility of Individuals |
| Action | Mobility of Learners and Staff |
| Action Type | Higher education student and staff mobility within programme countries |
| Call | 2018 |
| Round | 1 |
| Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time) | 1 February, 2018 12.00 am Brussels, Belgium Time |
| Language used to fill in the form | |




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Project Identification

| | |
|---|--|
| Project Start Date (dd-mm-yyyy) | 1 June 2018 |
| Project Total Duration (Months) | [16 OR 24 months] |
| Project End Date (dd-mm-yyyy) | |
| Applicant Organisation Full Legal Name (Latin characters) | |
| Form Hash Code |  0000000000000000 |

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National Agency of the Applicant Organisation

| | |
|----------------|--|
| Identification | |
|----------------|--|

For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

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Participating organisation(s)

Applicant Organisation

| | | |
|-------------------------------------|--|-----------|
| Role | APP - Applicant Organisation | |
| PIC | | Check PIC |
| Full legal name (National language) | <i>Prefilled after entered the PIC</i> | |
| Full legal name (Latin characters) | <i>Prefilled after entered the PIC</i> | |
| Acronym | <i>Prefilled after entered the PIC</i> | |
| National ID (if applicable) | <i>Prefilled after entered the PIC</i> | |
| Department (if applicable) | <i>Prefilled after entered the PIC</i> | |
| Address | <i>Prefilled after entered the PIC</i> | |
| Country | <i>Prefilled after entered the PIC</i> | |
| P.O. Box | <i>Prefilled after entered the PIC</i> | |
| Post Code | <i>Prefilled after entered the PIC</i> | |
| CEDEX | <i>Prefilled after entered the PIC</i> | |
| City | <i>Prefilled after entered the PIC</i> | |
| Website | <i>Prefilled after entered the PIC</i> | |
| Email | | |
| Telephone 1 | <i>Prefilled after entered the PIC</i> | |
| Fax | <i>Prefilled after entered the PIC</i> | |



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Profile

| | |
|----------------------|--|
| Type of Organisation | |
|----------------------|--|

| | |
|-------------------------------------|--|
| Is your organisation a public body? | |
|-------------------------------------|--|

| | |
|------------------------------------|--|
| Is your organisation a non-profit? | |
|------------------------------------|--|

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Consortium

Are you applying on behalf of a consortium?

| |
|-----|
| YES |
| NO |

Accreditation

Have you received any type of accreditation before submitting this application?

[IF CONSORTIUM = NO]

Your higher education institution must hold a valid Erasmus Charter for Higher Education.

If there are several PICs for your institution, you must choose the PIC linked to your Erasmus Code (which is displayed as accreditation reference below). Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes:

http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

[IF CONSORTIUM = YES]

Please note that mobility consortium accreditations from calls 2014 and 2015 are no longer valid.

| Accreditation Type | Accreditation Reference |
|--------------------|-------------------------|
| | |

[+][-]



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Legal Representative

| Role | LR – Legal Representative |
|-------------|---------------------------|
| Title | |
| Gender | |
| First Name | |
| Family Name | |
| Department | |
| Position | |
| Email | |
| Telephone 1 | |

If the address is different from the one of the organisation, please tick this box

| | |
|-----------|--|
| Address | |
| Country | |
| P.O. Box | |
| Post Code | |
| CEDEX | |
| City | |



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[MAXIMUM 3 CONTACT PERSONS]

Contact Person

| Role | CP – Contact Person |
|---|---------------------|
| Title | |
| Gender | |
| First Name | |
| Family Name | |
| Department | |
| Position | |
| Email | |
| Telephone 1 | |
| Online Linguistic Support Contact Person? | |

If the address is different from the one of the organisation, please tick this box

| | |
|-----------|--|
| Address | |
| Country | |
| P.O. Box | |
| Post Code | |
| CEDEX | |
| City | |

Validate

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Main Activities

Activities' Details

Please enter the different mobility activities you intend to implement in your project.

| | | | | | |
|---------------|---|---------------------------------------|---------------------------------------|------------------------------------|----|
| Activity No. | | | | | A1 |
| Activity Type | HE-SMS-P - Student mobility for studies between Programme Countries HE-SMP-P - Student mobility for traineeships between Programme Countries HE-STA-P - Staff mobility for teaching between Programme Countries HE-STT-P - Staff mobility for training between Programme Countries | | | | |
| When | Total No. of Participants | Total Duration (full months) | Total Duration (extra days) | Total Duration (days) | |
| Requested | | [VISIBLE IF STUDENTS] | [VISIBLE IF STUDENTS] | [VISIBLE IF STAFF] | |

Add Activity

Remove Activity

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[The next section is visible if there is at least one activity of type “Staff mobility for training between Programme Countries (HE-STT-P) or Staff mobility for teaching between Programme Countries (HE-STA-P).]

Share of staff mobility for specific training

Please enter the share you seek to achieve for staff mobility activities dedicated to training in pedagogical and/or curriculum design skills out of all Erasmus+ higher education staff mobility activities. The specific training described above can be provided either through staff mobility for training or staff mobility for teaching combined with training

| | |
|--|--|
| Share of staff mobility (in %) dedicated to the above specific training. | |
|--|--|



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Summary of Activities and Participants

| Activity Type | Requested Figures | | | |
|--|---------------------------|------------------------------|-----------------------------|-----------------------|
| | Total No. of Participants | Total Duration (full months) | Total Duration (extra days) | Total Duration (days) |
| HE-SMS-P - Student Mobility for Studies between Programme Countries | | | | |
| HE-SMP-P Student Mobility for Traineeships between Programme Countries | | | | |
| HE-STA-P - Staff Mobility for Teaching between Programme Countries | | | | |
| HE-STT-P - Staff Mobility for Training between Programme Countries | | | | |
| Total | | | | |

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Validate



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[NEXT SECTION IS VISIBLE IF THE ANSWER TO QUESTION "ARE YOU APPLYING ON BEHALF OF A CONSORTIUM?" IS "NO"]

Erasmus Policy Statement

Please provide the link to the webpage where your Erasmus Policy Statement is published.

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Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key Action 1 application form for all your planned mobility activities within Programme Countries.
- all relevant fields in the application form have been completed.
- you have chosen the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
 - the Declaration of Honour signed by the legal representative mentioned in the application.
 - Only for applications submitted by consortia, the mandate of each member of the consortium to the applicant signed by both parties.
- In case your PIC is not yet validated, you have uploaded the documents to give proof of the legal status of your institution in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- In case you have not already done it in previous calls, for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.
- you have sent only one application form for all your mobility activities within Programme Countries as a single HEI (if you send more than one as a single HEI, please note that only the last one sent within the deadline will be processed).



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Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to the Regulation on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, currently Regulation (EC) No 45/2001. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement associated with this form: http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm



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Declaration of Honour

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign the EU grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:



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- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.



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In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:

Date (dd-mm-yyyy):

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):

Print Declaration of Honour



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Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

| File Name | File Size (kB) | |
|---|----------------|--------|
| | | REMOVE |
| | | REMOVE |
| | | ADD |
| | | ADD |
| | | ADD |
| Total Size (up to a maximum of 10 240 kB) | | |

[MAXIMUM NUMBER OF ATTACHMENT: 10]

[MAXIMUM TOTAL SIZE OF ATTACHMENTS: 10 MB]

[ALLOWED FILE TYPES: PDF,DOC,DOCX,XLS,XLSX,JPG,TXT,ODT,ODS,CDOC,DDOC,BDOC]